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DD/S 63-3425

5 August 1965

MEMORANDUM FOR: Deputy Director of Central Intelligence

THROUGH : Executive Director-Comptroller

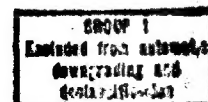
SUBJECT : Planning for Expansion at Langley Headquarters Site

1. This memorandum contains a recommendation for your approval; such recommendation is contained in paragraph 5.

2. Our Headquarters area space planning goals are being pursued on the basis of approvals to proceed on those objectives which are programmed to be reached during FY 1966, FY 1967, and FY 1969. These objectives include: a two-step consolidation of most of our downtown locations into the Rosslyn area, the relocation of TSD [REDACTED] to the 2430 E Street buildings, and the consolidation of printing plant facilities from 2430 E Street [REDACTED] to a new print shop building at Headquarters. We presently occupy in Rosslyn, Virginia, the Key Building and are scheduled during the latter part of this calendar year and the first part of next year to occupy the Magazine Building and the Ames Building. The second step of our planned consolidation in the Rosslyn area will require the negotiation for a fourth building. We have not yet set a date for this negotiation, but our FY 1969 budget planning includes rent and modification changes for a fourth Rosslyn building.

3. There are no plans in being for the eventual relocation of personnel in the Rosslyn and 2430 E Street areas to the Langley Headquarters area. This is our eventual goal, but basic planning will involve about 18 months' work before a staffed-out proposal could be presented to the Director for his approval and for the obtaining of Congressional authorization and allocation of money for construction purposes. I believe that because of the lead time

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necessary we should begin some preliminary planning at this time which does not involve any commitments by the Agency to a definite future program.

4. I propose that an in-house study be initiated to analyze Agency space requirements to determine what we need in the way of office space, laboratories, conference areas, machine service areas such as the Office of Computer Services computer operation, specialized control areas, training areas, communications areas, and service areas. This study can be completed within the Agency and without the requirement for any additional personnel. After this study has been developed and analyzed, we can consider proceeding to secure Presidential, Congressional, and Bureau of the Budget approval and funds for site survey work and architectural plans. This would result in design and layout on which cost estimates for construction could be developed for an appropriation. In taking this on a step-by-step basis, we can determine the timing for development of this plan with due regard for the considerable money involved and the atmosphere for Bureau of the Budget and Congressional approval.

5. It is recommended that the initiation of an in-house study of space analysis be approved.

/s/

R. L. Bannerman
Deputy Director
for Support

The recommendation contained in paragraph 5 is approved:

/s/

Richard Helms
Deputy Director of Central Intelligence

6 Dec 1965
Date

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